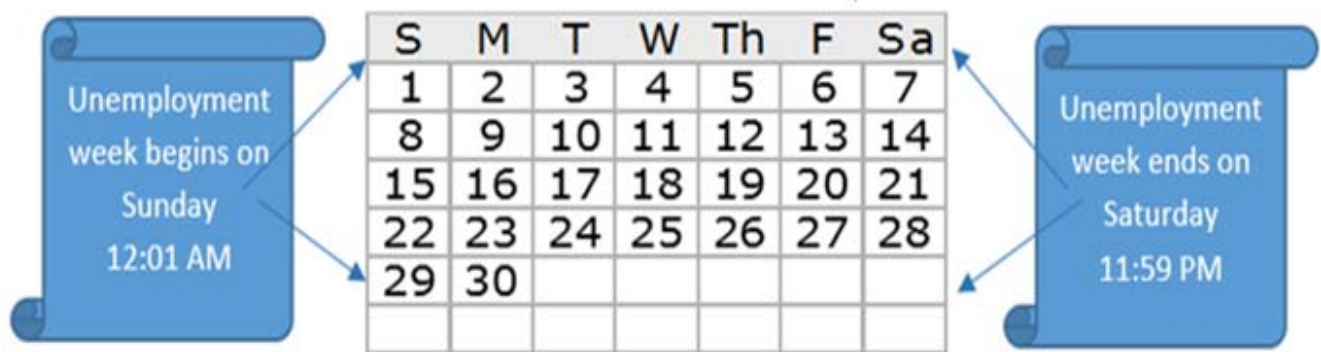




Completing Your Weekly Claim and Work Search Log

GO TO – dol.nebraska.gov

After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting payment, even if your eligibility is being decided or you have an appeal pending.



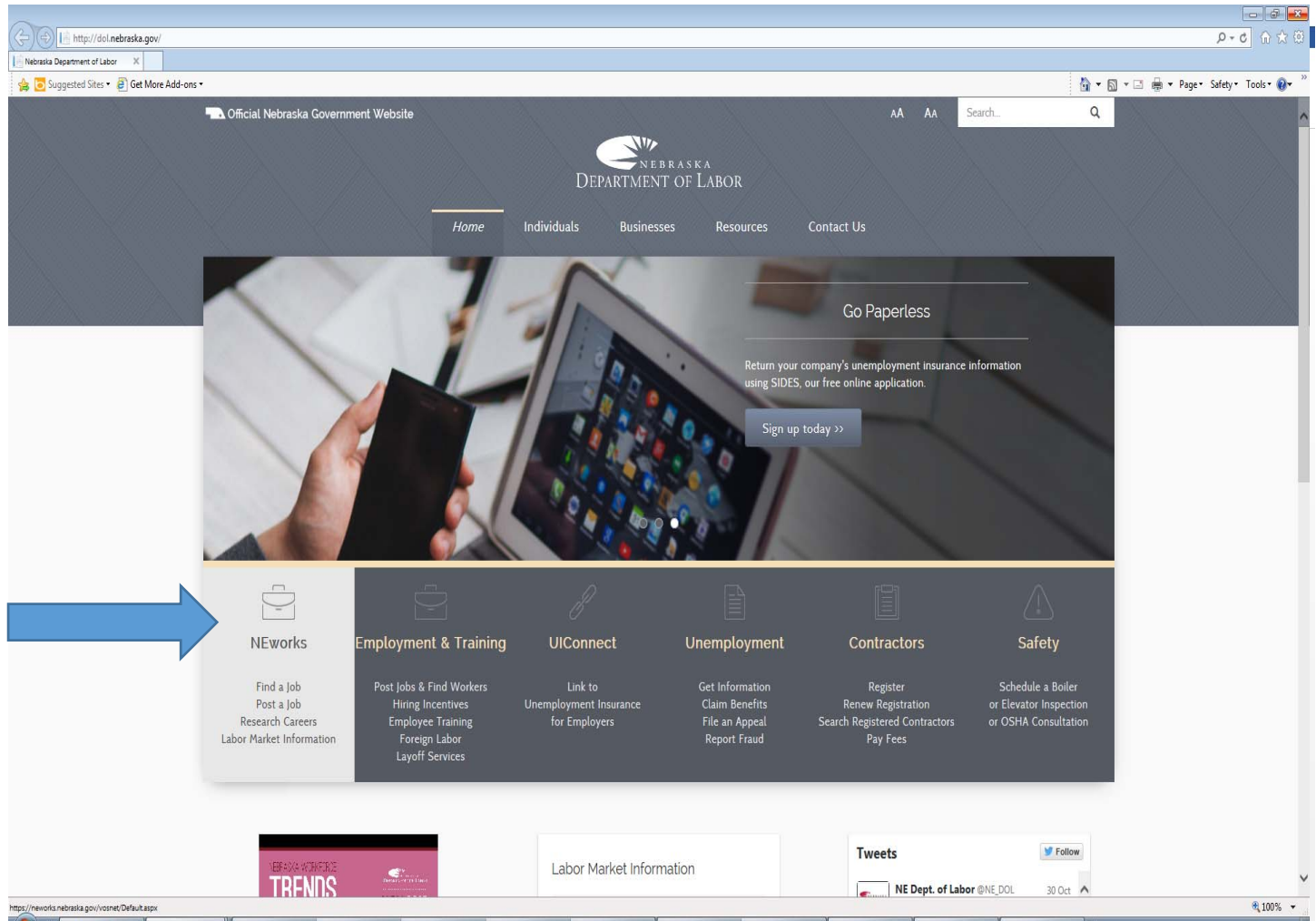
The unemployment benefit week begins on Sunday and ends on Saturday. You have from Sunday through Friday to file a claim for the previous week.

Each time you file a weekly claim, you will be asked if you worked. Answer “yes” if you performed any work, even if it was temporary, part-time, or self-employment. If you worked for more than one employer in a week, add your earnings from all employers. For self-employment, report your weekly earnings after you deduct your direct business expenses for that week.

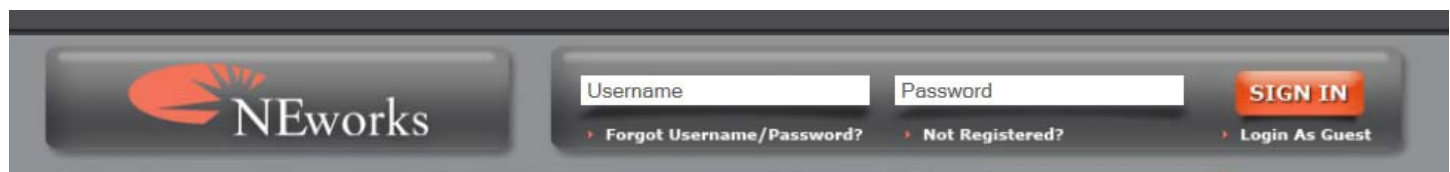
If you earned less than your weekly benefit amount for any claimed week, you may be eligible for partial benefits. NESL: 48-625.

To file a weekly claim go to dol.nebraska.gov

Click on the **NEworks** link



At the top right corner, enter your login information (username and password) and click on **Sign In**.



After signing in, you will arrive at “My Dashboard.” From the left links menu, click on **Unemployment Services**.

NEworks
NEBRASKA DEPARTMENT OF LABOR

Welcome to my individual workspace [PDF files](#).
This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Individual Workspace

- My Dashboard
- How We Can Help You
- Employment Strategy
- Directory of Services
- My Resources

Quick Menu

- Job Search
- Resumé Builder
- My Portfolio

Services for Individuals

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services**
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Staff Provided Services

My Dashboard | [How We Can Help You](#) | [Employment Strategy](#) | [Directory of Services](#) | [My Resources](#)

Services Preview

Look at Additional Training and Education Opportunities

We can show you training courses in your area and online that may interest you, and what financial aid is available.

- ➔ [Relevant training courses in your area](#)
- ➔ [Free online training courses](#)
- ➔ [Financial aid available for training in your area](#)

Find a Job | Get Recruited & Be Proactive | **Get Trained** | Review the Job Market | Explore a New Career

Unemployment Assistance | Plan Your Finances | Review Benefits Available | Other Services

Job Seeker Services

- [Job Search](#)
Find current job openings.
- [Resumé Builder](#)
Create, store and update your
- [Virtual Recruiter](#)
Create a system job search alert.
- [More Job Seeker Services](#)

My Personal Profile

- [My Background](#)
0 Employment Histories
0 Education Histories
0 Certificates
- [View Your Personal Profile](#)

Unemployment Services


- [Unemployment Benefit Overview](#)
Information about the Unemployment Benefit program.
- [File or Manage a Claim](#)
Access and view information

Current Events

- [WorkShop/Training](#) 0
- [Job Fair](#) 0
- [Meetings](#) 0
- [Rapid Response](#) 0
- [Orientation](#) 0
- [Employer Recruitment Event](#) 0
- [Other Events](#) 0
- [More Events](#)

My Benefits Plan

From the Unemployment Services dashboard, click on **File a Weekly Claim for Benefits**. If you need more information before filing your claim, click **Unemployment Benefit Overview**.



My Individual Workspace

My Dashboard

How We Can Help You ▶

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio ▶


Services for Individuals

Career Services ▶


Job Seeker Services ▶

Education Services ▶


Please select from the Unemployment Services options listed below.




[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.




[File a New Unemployment Claim](#) - File your initial Unemployment Claim.




[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.




[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.




[Update Contact Information](#) - Review and update name, address, phone or email.




[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.




[View Tax Form 1099-G](#) - View and print your IRS income tax information.




[View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.




[Resume Builder](#) - To create an online, active resume to meet eligibility requirements.




[Work Search Log](#) - If required, record your work search contacts for the current calendar week.




[Employment Strategy](#) - View a custom employment strategy just for you.



[Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.



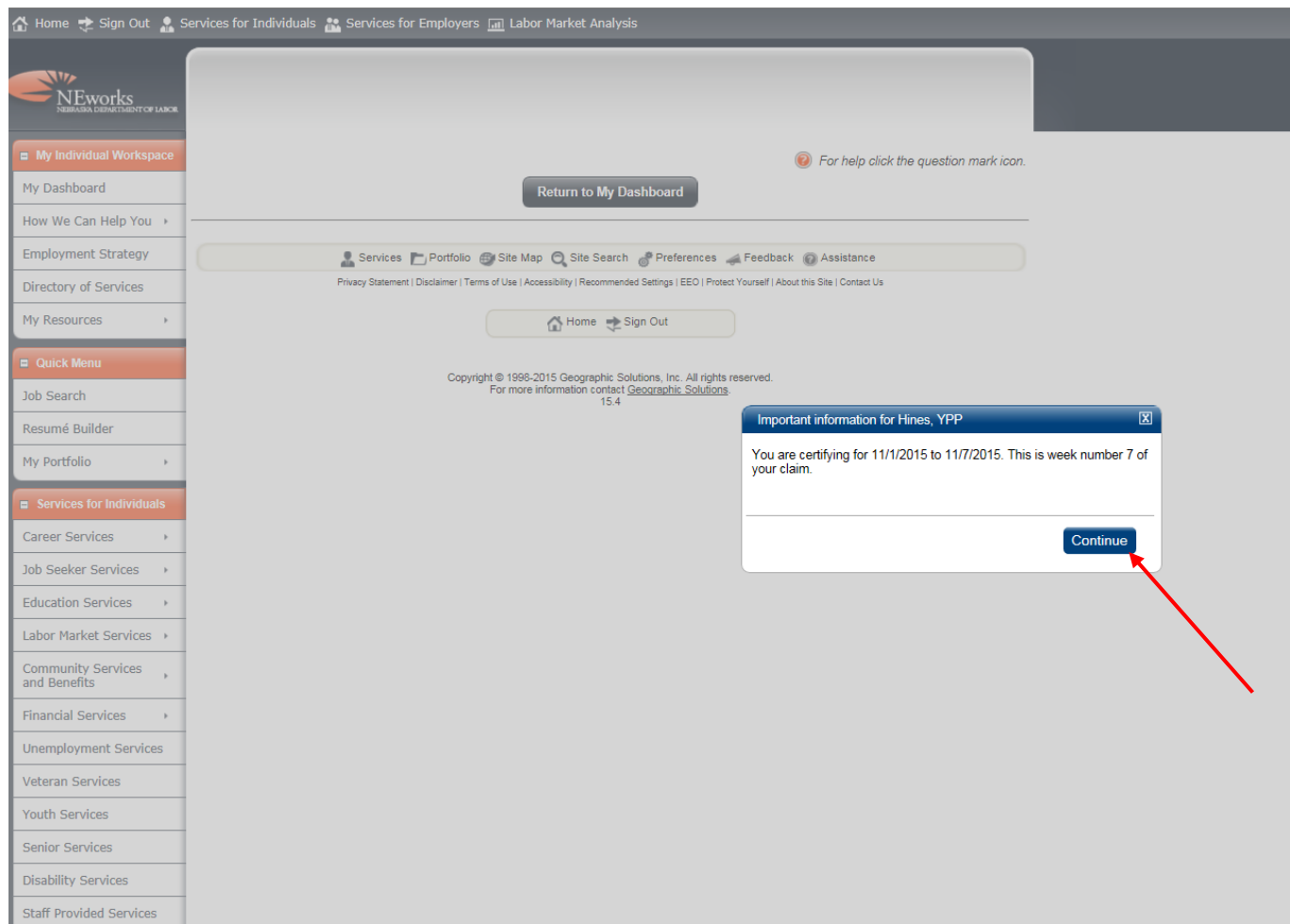
[Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.



[File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

Current User Statistics

If you select **File a Weekly Claim for Benefits**, the “Important Information” box will display the dates of the week you are certifying and the weekly claim number. Click **Continue**.



After reading the “Explanation of Weekly Certification Process,” click **Next >>**.

The screenshot shows the NEworks Nebraska Department of Labor interface. On the left is a navigation menu with sections: "My Individual Workspace" (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), "Quick Menu" (containing Job Search, Resumé Builder, My Portfolio), and "Services for Individuals" (containing Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits). The main content area is titled "Weekly Certification Filing Process" and includes a progress bar with five steps: Explanation (active), Eligibility, Job Contacts, Certification, and Complete. Below the progress bar is a box titled "Explanation of Weekly Certification Process" containing text about eligibility and a list of required information. At the bottom of the main area are buttons for "Cancel", "Next >>", and "Exit Weekly Certification". The footer contains a row of links: Services, Portfolio, Site Map, Site Search, Preferences, Feedback, Assistance, and a long list of legal links below it. At the very bottom are "Home" and "Sign Out" buttons.

Please review the information below. Click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Explanation of Weekly Certification Process

Eligibility for unemployment benefits is based on a seven day period from Sunday through Saturday. To request benefits, you must file a weekly claim each week.

You will need to prepare the following information in order to file your claim for benefits:

- Current contact information including your mailing address, residence address, phone number, and email address.
- A complete listing of your work search contacts including the name of the employer, contact information, job title, application information, date and method of contact.
- If you are working, you will need information about your employer and your gross wages earned during the week.

Cancel Next >>

Exit Weekly Certification

Services Portfolio Site Map Site Search Preferences Feedback Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Home Sign Out

It is important that you review the information listed on the “Know the Rules...” page, as it contains information about reporting your earnings and how to avoid committing fraud. Once you have read this explanation, click on the check box to verify that you have read and understand the information, then click **Next >>**.

Home

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

NEworks

NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Please review the information below. Click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Know the Rules – Avoid Overpayments and Don't Commit Fraud

WHAT IS UNEMPLOYMENT INSURANCE FRAUD?

Making false statements that may alter or increase benefits

Withholding information that may alter or increase benefits

Failing to report work in order to obtain or increase benefits

Failing to report earnings in order to obtain or increase benefits

WHAT ARE THE CONSEQUENCES OF UNEMPLOYMENT INSURANCE FRAUD?

Repaying benefits received

15% penalty based on the amount of the overpayment

Losing eligibility to receive benefits now and in the future

Forfeiting state and federal income tax refunds

Criminal charges, jail time, and felony or misdemeanor prosecution

HOW CAN I AVOID COMMITTING FRAUD?

Report **ALL** earnings and work:

Federal and state law require that you report **ALL** gross earnings before taxes are deducted, including tips, commission, and wages earned from self-employment, while claiming unemployment insurance benefits.

For each calendar week (Sunday through Saturday), you must report **ALL** earnings from any work performed, even if you have not yet been paid.

How do I report earnings correctly?

Keep track of the total hours you work each calendar week, Sunday through Saturday.

Your hourly rate of pay times the total hours worked equals your gross pay, which is the amount you must report. You must report ALL earnings for the week that you perform the work not the week you are paid.

WHAT IF I SUSPECT SOMEONE IS COMMITTING FRAUD?

Report fraud anonymously by calling the Nebraska Department of Labor at 402-471-2865 or completing the online form at dol.nebraska.gov.

I have read and understand the information regarding potential fraud penalties


<< Back

Next >>

Exit Weekly Certification

7

On this page you will have the opportunity to review your contact information. Please make sure it is up to date. If it is not, select the “Update Contact Information” link. After verifying your contact information, click **Next >>**.

**NEworks**
NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

My Dashboard

How We Can Help You >

Employment Strategy

Directory of Services

My Resources >

Quick Menu

Job Search

Resumé Builder

My Portfolio >

Services for Individuals

Career Services >

Job Seeker Services >

Education Services >

Labor Market Services >

Community Services and Benefits >

Financial Services >

Unemployment Services

Please review the information below. Click *Next* to continue.

Weekly Certification Filing Process


Explanation

Eligibility

Job Contacts

Certification

Complete

 For help click the question mark icon.

Contact Information

You **MUST** keep your contact information current. If you move, you must update your address with the NDOL immediately. Changing your address with the U.S. Postal Service does **NOT** change your address with us.

Please click *Update Contact Information* to change the contact information below.

Click *Next* to continue without changing your information.

Name:

YPP Hines

Address:

03 November
Lincoln, NE 68516

Phone:

402-458-2500

Email:








any@ne.gov

[\[Update Contact Information \]](#)


<< Back


Next >>

Exit Weekly Certification

 Services  Portfolio  Site Map  Site Search  Preferences  Feedback  Assistance

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#)

 Home

 Sign Out

Next you will be required to watch a short video, or read the script if you are unable to watch the video. Once you have completed this step, check the box to acknowledge that you have reviewed the information provided, then click **Next >>**.


Home

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis



My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Please review the information below. Click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Know the Rules - Video

You are REQUIRED to watch this short video or read the script below.

Reporting Work Search Contacts

[English Video](#)

[Video en Espanol](#)

[English Script](#)

[Guion en Espanol](#)

☒ By checking this box, I acknowledge I viewed the information provided.

<< Back

Next >>

Exit Weekly Certification

Services

Portfolio

Site Map

Site Search

Preferences

Feedback

Assistance

Privacy Statement

Disclaimer

Terms of Use

Accessibility

Recommended Settings

EEO

Protect Yourself

About this Site

Contact Us

Home

Sign Out

9

On this page, answer the work search question, then click **Next >>**.

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

NEworks
NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

- My Dashboard
- How We Can Help You >
- Employment Strategy
- Directory of Services
- My Resources >

Quick Menu

- Job Search
- Resumé Builder
- My Portfolio >

Services for Individuals

- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >

Please complete the information below. When you have finished, click **Next** to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Eligibility Review Questions

During the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015:

* Did you make at least five contacts on three separate days with employers in an attempt to obtain employment, including two applications; and if you are attached to the Nebraska job market* was at least one of your contacts made using NEworks? ☒ Yes ☐ No

*Individuals are considered attached to the Nebraska job market if they reside in NE or an out of state county bordering NE.

<< Back Next >>

Exit Weekly Certification

Services Portfolio Site Map Site Search Preferences Feedback Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Home Sign Out

Initial claims effective October 18, 2015 or after require five work search contacts per week.

Weeks Claimed	Required Work Search Contacts	Required Applications Submitted	Required Minimum Number of Days to Seek Work
1 - 5	5	1	1
6 -13	5	2	3 different days
14 or more	5	2	4 different days

You will then be taken to the Work Search Log. If you logged any contacts during the benefit week, those will appear. If not, you will have the opportunity to enter them by answering “Yes” to the “Additional Job Contacts” question. After you click **Next >>** you can enter the contacts. Work search contacts that display a red circle with an X in the middle do not meet requirements. You may click on the **Update Status** link to provide the missing information.

Home

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

NEworks

NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Work Search Verification

Listed below are 2 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. In addition you viewed or expressed interest in 2 jobs. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the **Update Status** link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Viewed on 11/6/2015		Update Status
2	Human Resources Administrator	Not Available	Lincoln, NE 68503	SJB	Viewed on 11/6/2015		Update Status
3	HR Clerk	Universal Assurers Agency Inc	Omaha, NE 68134	Other	Applied on 11/3/2015		Update Status
4	Sales Account Manager	Beach Rentals Llc	Beatrice, NE 68310	Other	Applied on 11/2/2015		Update Status

Source:

★ [Preferred Employer]

PJB [Private Job Board]

CORP [Corporate]

EDU [Education Institution]

GOVT [Government]

HOSP [Hospitals]

NEWS [Newspaper]

NLX [NLX]

RECT [Recruiter]

SM [Social Media]

SJB [State Job Board]

VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?

Yes

No

Note: You have only certified 2 employer contacts. Failure to select at least 5 job contacts could result in denial of benefits.

<< Back

Next >>

Exit Weekly Certification

11

After answering “Yes” to the “Additional Job Contacts,” the following page will appear. Enter all work search contact information. You will need to repeat this process for each contact required for the week you are certifying.

Home

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

NEworks

NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Other Services

Other Services

Communication Center

Appointment Center

Assistance Center

Learning Center

Customer Satisfaction Survey

Please enter information on the employers you contacted during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. Click Save when complete.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Employer Information

Employer:

Address:

Zip:

City:

State:

Nebraska

This employer has been linked to an infogroup employer record. To view additional information on this employer, click the link below.

[View infogroup Information](#)

Contact Information

Contact Title:

Contact First Name:

Contact Last Name:

Contact Phone:

Contact E-mail:

Contact Website:

If online, include site name

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

Job Title:

Below is a list of suggested occupations based on the job title entered. If you see an occupation that matches your job title, select it and this will set the occupation for this offline job application.

Occupation Title:

Occupation Code:

[Search for an occupation]

Application Information

Your interest level for this job:

Did you contact this employer?

None Selected

☐ Yes ☐ No

Notes

Please enter any notes about this job that you would like to provide.


Save

Cancel

Exit Weekly Certification

12

Be sure that you have entered all of your contacts and all of the required information. You won't be able to add or modify the work search contacts information after proceeding to the next page. After all work search contacts have been added, click **Next >>**.



My Individual Workspace

My Dashboard
How We Can Help You >
Employment Strategy
Directory of Services
My Resources >

Quick Menu

Job Search
Resumé Builder
My Portfolio >

Services for Individuals

Career Services >
Job Seeker Services >
Education Services >
Labor Market Services >
Community Services and Benefits >
Financial Services >
Unemployment Services
Veteran Services
Youth Services
Senior Services
Disability Services
Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation
Eligibility
Job Contacts
Certification
Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Applied on 11/4/2015		Update Status
2	Human Resources Administrator	Not Available	Lincoln, NE 68503	SJB	Applied on 11/6/2015		Update Status
3	HR Clerk	Universal Assurors Agency Inc	Omaha, NE 68134	Other	Applied on 11/3/2015		Update Status
4	Sales Account Manager	Beach Rentals Llc	Beatrice, NE 68310	Other	Applied on 11/2/2015		Update Status
5	HR Clerk	Wald & Co Fireworks	Lincoln, NE 68510	Other	Applied on 11/3/2015		Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?
☐ Yes
☒ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.


<< Back

Next >>

Exit Weekly Certification

13

After you click **Next >>** you will see two confirmation pop-up boxes.



My Individual Workspace

My Dashboard
How We Can Help You >
Employment Strategy
Directory of Services
My Resources >

Quick Menu

Job Search
Resumé Builder
My Portfolio >

Services for Individuals

Career Services >
Job Seeker Services >
Education Services >
Labor Market Services >
Community Services and Benefits >
Financial Services >
Unemployment Services
Veteran Services
Youth Services
Senior Services
Disability Services
Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation
Eligibility
Job Contacts
Certification
Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Admin Assistant				Applied on 4/2015	<input checked="" type="checkbox"/>	Update Status
2	Human Resources Admin Assistant				Applied on 5/2015	<input checked="" type="checkbox"/>	Update Status
3	HR Clerk				Applied on 3/2015	<input checked="" type="checkbox"/>	Update Status
4	Sales Account Manager				Applied on 2/2015	<input checked="" type="checkbox"/>	Update Status
5	HR Clerk				Applied on 11/3/2015	<input checked="" type="checkbox"/>	Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?
☐ Yes
☒ No


Note: Failure to select at least 5 job contacts could result in denial of benefits.

<< Back

Next >>

Exit Weekly Certification


Message from webpage

 All contacts must be recorded in your work search log. Failure to do so could affect your eligibility. Click 'OK' to continue. Click 'Cancel' to return to the Work Search Log.

OK

Cancel

14



My Individual Workspace

My Dashboard
How We Can Help You
Employment Strategy
Directory of Services
My Resources

Quick Menu

Job Search
Resumé Builder
My Portfolio

Services for Individuals

Career Services
Job Seeker Services
Education Services
Labor Market Services
Community Services and Benefits
Financial Services
Unemployment Services
Veteran Services
Youth Services
Senior Services
Disability Services
Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the **Update Status** link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Applied on 11/4/2015		Update Status
2	Human Resources Adm				Applied on 11/6/2015		Update Status
3	HR Clerk				Applied on 11/3/2015		Update Status
4	Sales Account Manage				Applied on 11/2/2015		Update Status
5	HR Clerk				Applied on 11/3/2015		Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?

☐ Yes
☒ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.

<< Back

Next >>

Exit Weekly Certification

15

Next you will be taken to the weekly claim information page. After you read the instructions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Claim

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE

CLOSE

You will be presented with the “Weekly Certification-Wage Information” page. After you answer the questions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Certification - Wage Information

You are claiming for the week: 11/01/2015 thru 11/07/2015

Week number of your claim: 7

*Indicates required fields

1. *During the week listed above, did you work?

:

☐ Yes ☐ No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount.

:

2. *County where filing today?

:

-Select County-

▼

CONTINUE

CANCEL

Next, answer the “Eligibility Information” questions, then click **CONTINUE**.

Monday, November 09, 2015

Weekly Certification - Eligibility Information

You are claiming for the week: 11/01/2015 thru 11/07/2015

Week number of your claim: 7

*Indicates required fields

1. *Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons.

:

☐ Yes ☐ No

2. *Were you physically able to work four or more days during the week?

:

☐ Yes ☐ No

3. *Did you refuse an offer to work or a referral to a job?

:

☐ Yes ☐ No

4. *Did you begin school or did your class schedule change?

:

☐ Yes ☐ No

5. *Did you begin receiving Pension benefit, or did the amount of your benefit change?

:

☐ Yes ☐ No

6. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

:

☐ Yes ☐ No

CONTINUE

BACK

CANCEL

You will then see the "Closing Statement" page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. After you click **Submit**, you will not be able to change your answers. You will need to check both boxes at the bottom before being allowed to submit your weekly claim.

Monday, November 09, 2015

Weekly Certification - Closing Statement

You are claiming for the week: 11/01/2015 thru 11/07/2015

Week number of your claim: 7

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

- | | |
|--|------------------|
| 1. During the week listed above, did you work? | : No |
| 2. County where filing today? | : Lancaster (NE) |
| 3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. | : Yes |
| 4. Were you physically able to work four or more days during the week? | : Yes |
| 5. Did you refuse an offer to work or a referral to a job? | : No |
| 6. Did you begin school or did your class schedule change? | : No |
| 7. Did you begin receiving pension benefits, or did the amount of your benefits change? | : No |
| 8. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? | : No |
| 9. Did you make at least five contacts on three separate days with employers in an attempt to obtain employment, including two applications; and if you are attached to the Nebraska job market* was at least one of your contacts made using NEworks? | : Yes |
| <i>*Individuals are considered attached to the Nebraska job market if they reside in NE or an out of state county bordering NE.</i> | |
| 10. Number of work search contacts certified | : 5 |
| 11. Number of applications completed | : 3 |
| 12. Number of days of the week work search was completed | : 4 |
| 13. Number of contacts using NEworks | : 2 |

* ☒ "I understand that I have filed week 7 on this claim. Work search requirements change based on the number of weeks claimed. I understand it is my responsibility to review these requirements as provided on the Weekly Certification Confirmation Page."

* ☒ "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

SUBMIT

BACK

CANCEL

After you click **Submit**, you will be presented with a confirmation number. This will confirm that you have completed the weekly claim process. Please keep the confirmation number for your records.

The screenshot shows the NEworks website interface. On the left is a sidebar with navigation links under 'My Individual Workspace', 'Quick Menu', and 'Services for Individuals'. The main content area has a header with the text 'Use this folder to view your Employment Strategy.' Below this, it displays 'Your Weekly Claim Confirmation Number Is: W201511091250097147' with a blue arrow pointing to it. There are links for '[My Portfolio]', 'My Individual Profiles', and 'My Individual Plans'. A row of tabs includes 'Resumés', 'Job Applications', 'Online Application', 'Virtual Recruiter', 'Employment Strategy', and 'Employment Goals'. The 'Your Employment Strategy' section contains two main boxes: 'Your Job Search Strategy' which states there are 1 job available for Human Resources Assistants in a 25-mile radius of zip code 68516, and 'Your Strategy to Get Recruited' which encourages using the Resume Builder to create a professional resume and notes that the user currently has 0 active online resumes.

Your weekly work searches may be audited. If your recorded work search contacts are not verifiable, you may be disqualified from benefits and required to repay benefits previously received for the audited week. Under the provisions of the Nebraska Employment Security Law, misrepresentation of your work search or any other information may result in loss of eligibility for unemployment insurance benefits.

For more information, visit dol.nebraska.gov.

Equal Opportunity Program/Employer
TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities